

# CALIFORNIA CASE MANAGEMENT SYSTEM CERTIFICATION (2002)

## TRAFFIC

#	Case Event	Tasks	Expected Outcome		Function
1.	<b>SCENARIO 1</b> <b>CASE INITIATION</b> 06//04/01  Operator initiates a new case entering minimal information.  A citation was issued by CHP to Sunny Howard III in the City of Modesto for driving above the speed limit posted. Arraignment scheduled for 06/12/01 in Department 21, with Judge Terrel Bell at Stanislaus Superior Court, Modesto South Branch,.	Initiate new case with minimal information as listed below.  Citing Agency: CHP  Court location – Stanislaus Superior Court, Modesto South Branch  Generate/enter a case number.  Manually enter the citation number as case number. Citation #KP41559  CHP Officer Wayne Fernandez, Badge # 2847  Name: Sunny Howard III Address: 22550 Thelma St., Hayward, CA 94541 DOB: 04/27/56; DL No.: I2640123 CA	Display case record with minimal information entered.  Display jurisdiction  Display geographic location  Display generated case number.  Display the ability to manually enter the citation number as the case number.  Display first, last and middle names, and suffixes.	1.2.8  1.2.1  1.2.2  1.2.3  2.3.1	A. Allow cases to be initiated with minimal information.  Track jurisdiction.  Track geographic location information.  A. Generate/enter a case number according to an administrator-definable format. B. Allow manual input of a citation number as a case number.  A. Provide discrete fields for: a. First name; b. Last name; c. Middle name; d. Suffix (e.g., Sr., Jr., III). e. Date of birth.

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#	Case Event	Tasks	Expected Outcome		Function
		<p>Violation information: Location – 4<sup>th</sup> &amp; Filmore (CHP in City of Modesto) Date: 03/14/01; Time: 11:30 am; Violation: 22350 VC, infraction Speed: 60mph in 35 zone Vehicle info: 1965 Red Ford Mustang, License No.: 65 Horse</p> <p>Assigned to Judge Terrel Bell, in Department 21.</p> <p>Scheduled date: 06/12/01</p>	<p>Display courtroom and judge information.</p> <p>Display scheduled date.</p>	<p>1.2.5</p> <p>1.2.6</p>	<p>A. Enable assignment of a case to a: a. Judge; b. Courtroom; c. Judge and Courtroom.</p> <p>A. Automatically schedule the first court event or confirm requested date avoiding weekend or holiday conflicts.</p>
2.	<p><b>ARRAIGNMENT</b> 06/12/01</p> <p>Traffic arraignment, first appearance. Defendant Howard present, bail set and posted.</p>	<p>Generate minute order forms.</p>	<p>Display minute order forms.</p>	4.4.2	<p>Generate minute order forms.</p>

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	<p>Parties present: Judge Terrel Bell, Clerk: Roland Atkinson Reporter: Marshall Peterson Parties: Defendant Sunny Milton-Howard III CHP Officer Wayne Fernandez</p>	Enter the appearance information for judicial officers, clerks, reporters and parties.	Display the record of appearances of judicial officers, clerks, reporters and parties.	5.1.1	Track the appearances of: A. Judicial officers; B. Clerks; C. Reporters; D. Interpreters; E. Attorneys; F. Parties.
	Operator associates the charge table with bail schedule for the 22350 VC charge and obtains the bail amount.	Using bail schedule and associating it with charge tables, calculate and distribute bail amount across fund accounts in accordance with State Controller's Guidelines, Penal Code Section 1463, and California Rules of Court, Rule 850.	Display the use of bail schedules and association with charge tables.	1.4.9	Enable the use of bail schedules and associate them with charge tables.
	<p>Marla Wagner, the defendant's partner posts cash bail of \$A and posts bond of \$B Defendant is released. Pretrial hearing set for 07/02/01, the earliest available date.</p> <p>Wagner pays the cash bail amount of \$A in \$X in cash, \$Y using an ATM card and \$Z as a check.</p> <p>(Note: \$A=\$X+\$Y+\$Z)</p>		Display calculated distributed bail amounts across fund accounts.	1.4.2	Calculate across fund accounts in accordance with State Controller's Guidelines, Penal Code Section 1463, and California Rules of Court, Rule 850: C. Bails amounts.
			Display payment methods.	1.4.3	Distribute across fund accounts in accordance with State Controller's Guidelines, Penal Code Section 1463, and California Rules of Court, Rule 850: C. Bails.
		Enter payment methods.	Display receipt with Unique receipt ID number; Case number; Amount collected; Date; and Court location of payment Balance/Change due	1.4.11	Record any payment method and multiple payment types for each transaction, including cash, check, credit/debit/ATM card, and advance deposit.

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#	Case Event	Tasks	Expected Outcome		Function
		<p>Generate receipt with Unique receipt ID number; Case number; Amount collected; Date; and Court location of payment Balance/Change due to payee; Payment type.</p> <p>Enter bail and bond information.</p> <p>Enter the following bail bond information:</p> <p>Bail Amount: \$A Bond Amount: \$B Name of Agent: Judd Wagoner Address of Agent: 1234 West Broadway, Suite No. 2, Oakland, CA 94794 Surety Company: American West Insurance Company Address of Surety Company: 1234 West Broadway, Suite No. 2, Oakland, CA 94794</p>	<p>to payee; Payment type Display entry regarding receipt of cash bail and bonds.</p> <p>Display bail bond information.</p>	<p>1.4.13</p> <p>1.3.3</p> <p>1.3.4</p>	<p>Automatically produce a receipt showing: A. Unique receipt ID number; B. Case number, if applicable; C. Amount collected; D. Date; E. Court location of payment; F. Balance/Change due to payee; G. Payment type.</p> <p>Track: A. Receipt of cash bail and bonds.</p> <p>Track: A. Bail amount; B. Bond amount; C. Name of Agent; D Address of Agent; E Name of Surety company; F. Address of Surety company.</p>

#	Case Event	Tasks	Expected Outcome		Function
3.	<b>COURT TRIAL</b> 06/15/01				
	Defendant fails to appear for court trial. Bail and bond forfeited. The sheriff ran the defendant's name, found the warrant was outstanding and placed the case for calendar. Court orders warrant issued.	Enter forfeited bail amount.	Display the forfeited bail amount.	7.2.3	Allow an operator, at any point in the accounting period, to: C. Forfeit bail amounts.
		Generate notice.	Display the timing criteria and the notice.	1.4.6	Accommodate criteria for the timing and selection of specific notices for: C. Bails, including forfeiture.
	Bail set for \$C.	Enter warrant information for Defendant.  Name of Defendant: Sunny Howard III Warrant Number: Issuing authority: Judge Terrel Bell Superior Court of Stanislaus, Modesto South Branch Bail amount: \$C Date of issue: 06/12/01 Defendant's description: DOB: 04/27/56; Sex: M Hair: Brn; Eyes: Blu; Ht.: 5'-10" Wt.: 175 lbs. DL: N2640123 CA	Display warrant information	5.1.8	Enable data entry of warrant information as required in Penal Code 815, including physical description: A. Name of Defendant; B. Warrant Number; C. Issuing authority; D. Bail amount; E. Date of issue; F. Defendant's address; G. DOB; H. Sex; I. Hair; J. Eyes; K. Height; L. Weight; M. Race; N. ID Nos. (e.g., driver's license number; Social Security Number; FBI

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		Race: Caucasian Address: 22550 Thelma St Hayward, CA 94541	Demonstrate the identification and linking the existing party record rather than reentering party information.	2.3.2	number; etc.). Allow an operator to identify and link an existing party record rather than re-entering party information for each case or complaint.
		Enter warrant history/status information.	Display warrant history/status information.	5.1.9	A. Enable data entry of warrants history/status information: a. Issued. B. Flag special conditions: a. Post and forfeitable; b. Night service; c. Do not release on own recognizance.
		Special Conditions: Post and forfeitable Night service, Do not release on own recognizance	Display flags.		
4.	<b>ARRAIGNMENT</b> 06/19/01  Defendant Howard in custody and arraigned.  Bail and bond reinstated. Apparently the defendant was in custody, appropriate paper work was submitted, but he was never transported.  Operator retrieves list of incomplete cases and updates Howard's case information.	Enter warrant history/status information.  Reinstate bail amount.  Retrieve list of incomplete cases.	Display warrant history/status information.  Display reinstated bail amount.  Display warning and list of incomplete cases.	5.1.9  7.2.3  1.2.10	A. Enable data entry of warrants history/status information: d. Recalled.  Allow an operator, at any point in the accounting period, to: D. Reinstate bail amounts.  A. Warn when cases are incomplete. B. Track incomplete cases.

#	Case Event	Tasks	Expected Outcome		Function
	Defendant Howard chooses to appear in pro per.	Enter updated case information.	Display updated case information	1.2.9	Allow cases to be updated with additional information.
		Defendant's Name: Sunny Milton-Howard III AKA: Milt Howard Milt Construction Services	Display hyphenated names, aliases, propers and corporate names.	2.3.1	B. Enable data entry of: a. Hyphenated names; b. Aliases (AKAs); d. Pro pers; e. Corporate Names; f. True Names; g. Current Names.
		2 <sup>nd</sup> Address: 346 46 <sup>th</sup> Avenue, Ste. 400, Oakland, CA 94579	Display multiple addresses for the party.	2.3.3	Enable data entry of multiple addresses for a party.
	Operator sets case for arraignment on 06/19/01 in Department 21 with Judge Terrel Bell.	Enter courtroom and assign judge.	Display courtroom and judge information.	1.2.5	A. Enable assignment of a case to a: a. Judge; b. Courtroom; c. Judge and Courtroom.
	Apparently Judge Bell has a private appointment on 06/19/01 and is not available. But operator also received an email from Judge Bell saying the appointment was cancelled and he is available. Operator has the authority to override the assignment and schedule case to Judge Bell on 06/19/01.	Override the assignment and schedule case to Judge Bell on 06/19/01.	Display override capability.		B. Allow an operator with the appropriate security level to override the assignment.
		Enter arraignment date of 06/19/01.	Display scheduled date.	1.2.6	A. Automatically schedule the first court event or confirm requested date avoiding

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					weekend or holiday conflicts.
5.	<p><b>ARRAIGNMENT</b> 06/19/01</p> <p>Arraignment of Defendant Howard.</p> <p>Defendant Howard's wife, Marla Wagner comes to the courtroom with private attorney George Williams who will represent the defendant.</p> <p>Defendant pleads not guilty.</p>	Generate the Register of Actions.	Display the Register of Actions	2.3.9	Generate the Register of Actions.
6.	<p><b>ARRAIGNMENT, ATTORNEY INFORMATION</b> 06/19/01</p> <p>Operator substitutes attorneys in place of pro per Defendant Howard.</p> <p>Operator updates attorney information for the case, including adding second private attorney Sam Crump.</p>	<p>Enter/select multiple attorneys for the party.</p> <p>Enter attorney information. Associate attorney to the petitioner and case record.</p> <p>1<sup>st</sup> Attorney: George Williams Esq State Bar Number 555999 Williams &amp; Turner 1<sup>st</sup> Address: 123 Market Street San Francisco, CA 94104</p>	<p>Display multiple attorneys for the party.</p> <p>Display attorney information.</p>	<p>2.3.4</p> <p>2.4.1</p>	<p>Enable data entry or selection of multiple attorneys for a party.</p> <p>Enable entry of attorney information in discrete fields for: A. First name; B. Last name; C. Middle name; D. Suffix; E. State Bar number; F. Unique identifier. Note: E and F could be the same.</p>



#	Case Event	Tasks	Expected Outcome		Function
		<p>Phone: (415) 889-3445 Fax: (415) 444-5647 Email: <a href="mailto:gwilliams@jbs.net">gwilliams@jbs.net</a></p> <p>2<sup>nd</sup> Address: 3456 CC Drive, San Rafael, CA 94903 Phone: (415) 472-5689 FAX: (415) 472-2356 gw@aol.com</p>	<p>Display multiple addresses, telephone numbers, fax numbers, and email addresses.</p>	2.4.3	<p>Allow for the data entry of multiple:<sup>1</sup></p> <p>A. Addresses; B. Telephone numbers; C. Fax numbers; D. E-mail addresses.</p>
		<p>Use the State Bar number; unique identifier; name of firm; last name to select and associate an existing attorney record to a case rather than reentering attorney information</p> <p>Associate attorneys to the petitioner and case record.</p>	<p>Display attorney information using State Bar Association number, Unique identifier, Firm's name, Last name.</p> <p>Display attorney association to the case.</p>	2.4.2	<p>A. Allow for accessibility of the attorney record using:</p> <ul style="list-style-type: none"> <li>a. State Bar Association number;</li> <li>b. Unique identifier;</li> <li>c. Name of Firm;</li> <li>d. Last Name.</li> </ul> <p>B. Allow an operator to use the identifier or last name to select and associate an existing attorney record to a case rather than reentering attorney information for each case.</p>
		<p>2<sup>nd</sup> Attorney: Sam Crump Bar #: 666888 Retrieve attorney history information.</p>	<p>Display multiple attorneys' information.</p>	2.3.4	<p>Enable data entry of multiple attorneys for a party.</p>
			<p>Display type of attorney.</p>	2.4.5	<p>Track the type of attorney</p>

<sup>1</sup> For the purposes of evaluation, multiple means more than one.

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			Display attorney history information for the party in the case.	2.4.4	assigned to a case (e.g., private attorney, court-appointed counsel, public defender, etc.).  Allow for maintenance of a history of attorneys representing a party in a case.
7.	<b>ARRAIGNMENT, SCHEDULING</b> 06/19/01  Arraignment of Defendant Howard.  Hearing set for 07/02/01, in Department 21 and assigned to Judge Terrel Bell. The system warns that Department 21 is overbooked because it has a preset limit of 3 cases. The operator has the authority and security level to override the warning. Operator overrides the limit and schedules the hearing for 07/02/01 in Department 21.	Enter the scheduled date.  Retrieve Judge Terrel Bell's information and assign case.  Retrieve resource information for courtroom and preset limits.  Over schedule case in	Display scheduled date.  Display scheduled judge, courtroom and preset limits.  Display warning of over	1.2.6  4.1.1	A. Automatically schedule the first court event or confirm requested date avoiding weekends or holidays.  A. Allow scheduling of hearings based on: a. Resource availability of: 1. Judge; 2. Courtroom; 3. Judge and Courtroom; b. Preset limits. B. Warn of over scheduling.

#	Case Event	Tasks	Expected Outcome		Function
	<p>Attorney Williams requests that the hearing be preponed to Sunday, 07/01/01 since he has a trial beginning on 07/02/01. Apparently Judge Bell works on the weekend, so the operator schedules the hearing for 07/01/01. The system warns that 07/01/01 falls on a weekend. The operator has the authority to override the warning and schedules the hearing for 07/01/01. The hearing is expected to take 2 hours.</p> <p>Operator generates notices with hearing date, location and directions to the courthouse, to all parties.</p>	<p>courtroom.</p> <p>Override preset limit and schedule date for hearing.</p> <p>Enter the scheduled date.</p> <p>Override the scheduled date.</p> <p>Enter duration information.</p> <p>Generate notices to all parties.</p>	<p>scheduling.</p> <p>Display override capability.</p> <p>Display scheduled date and warning of weekend conflict.</p> <p>Display override capability and date.</p> <p>Display calendar with duration.</p> <p>Display notices.</p>	<p>1.2.6</p> <p>4.1.4</p> <p>4.1.3</p>	<p>C. Allow an operator with the appropriate security level to manually override preset limits.</p> <p>C. Warn of holiday and weekend conflicts.</p> <p>B. Allow an operator with the appropriate security level to manually override scheduled dates.</p> <p>A. Allow for the data entry of a user-defined duration for a scheduled event. B. Allow for the display of the user-defined duration on calendars.</p> <p>Allow an operator to generate: A. A notice to appear to selected parties; B. Other user-defined notices or documents to selected parties.</p>
8.	<p><b>JUDGE RECUSAL, RESCHEDULING, REASSIGNMENT</b> 06/25/01</p>				

#	Case Event	Tasks	Expected Outcome		Function
	<p>Judge Terrel Bell discovers that his niece is dating Defendant's wife Marla Wagner's sister.</p> <p>Judge Bell decides to recuse himself from the case because of potential conflict of interest.</p>	Enter the judicial officer's recusal and reason for recusal.	Display judicial officer's recusal and reason for recusal.	4.1.5	A. Track a judicial officer's recusal in a case, and reason for recusal.
	Operator reassigns the hearing to Judge Emily Rose Adams in Department 02. Operator reschedules the date to 07/09/01.	Enter judge, and courtroom information.	Display judge, and courtroom information.	4.1.1	A. Enable assignment of a case to a: a. Judge; b. Courtroom; c. Judge and Courtroom.
		Enter rescheduled hearing/date information.	Display rescheduled hearing information.	4.1.2	A. Allow rescheduling of one or more hearings from a calendar to one or more other calendars.
		Enter reassigned judge information.	Display reassignment information.		B. Allow reassignment of one or more hearings from a calendar to one or more other calendars.
	Operator generates notices to parties and counsel.	Generate notices to parties and counsel. Select notices using description for function being executed.	Display notices.	4.4.1	A. Generate user-defined notices to appropriate parties and counsel upon: a. Scheduling or rescheduling of a hearing; b. When triggered by related case events. B. Allow user to select case notices by description for the function being executed.

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9.	<p><b>ERRONEOUS CASE NUMBERS</b> 06/25/01</p> <p>(Please note that this event has no relationship to the case that was initiated earlier.)</p> <p>Operator's additional duties include transferring information from paper case files into the electronic case management system.</p> <p>After recording information from the paper file, while trying to save the information, the operator gets a warning that the case number entered into the CMS was erroneous. Operator does not have authority to override warning. Supervisor overrides the warning and enters the correct case number.</p>	<p>Enter the erroneous number for the case.</p> <p>Override warning and enter correct case number.</p> <p>Generate an audit trail of all overrides.</p>	<p>Display the erroneous case number.</p> <p>Display the warning. Display corrected case number.</p> <p>Display audit trail of case number overrides.</p>	1.2.4	<p>A. Include a mechanism for correcting erroneously assigned case numbers with a warning to prevent errors and duplicate case numbers.</p> <p>B. Maintain an audit trail on case number overrides.</p>
10.	<p><b>SCENARIO 2 CASE INITIATION</b> 06/25/01</p> <p>Defendant Mercedes Inajosa Martinez is cited for not stopping at a stop sign and other violations</p>	<p>Initiate new case with minimal information as listed below.</p>	<p>Display case record with minimal information entered.</p>	1.2.8	<p>A. Allow cases to be initiated with minimal information.</p>

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#	Case Event	Tasks	Expected Outcome		Function
	of the Vehicle Code in the City of Modesto.	Citing Agency: Modesto PD.	Display jurisdiction	1.2.1	Track jurisdiction.
	Arraignment scheduled for at Stanislaus Superior Court, Modesto South Branch.	Court location – Stanislaus Superior Court, Modesto South Branch	Display geographic location	1.2.2	Track geographic location information.
		Generate/enter a case number.	Display generated case number.	1.2.3	A. Generate/enter a case number according to an administrator-definable format. B. Allow manual input of a citation number as a case number.
	Defendant has existing case with Stanislaus Superior Court. System recognizes the existence of party information and operator associates the existing information with new case record.	Manually enter the citation number as case number. Citation # KP 418550	Display the ability to manually enter the citation number as the case number.		
		Modesto PD Officer Shelly Nguyen, Badge # 3647	Display the existing party record for the new case.	2.3.2	Allow an operator to identify and link an existing party record rather than re-entering party information for each case or complaint.
		Name: Mercedes Inajosa Martinez			
		Violation information: Location – 8 <sup>th</sup> & Harrington (CHP in City of Modesto) Date: 06/19/01; Time: 11:30 am; Violation: 21453(a) VC, 16028(a) VC, 27315(d)1 VC, all infractions Vehicle info: 1969 Blue Datsun, License No.: 62 Fly			
	Operator assigns case to Judge Bell in Department 21 and schedules the hearing for 08/17/01.	Enter assignment to Judge Terrel Bell, in Department 21.	Display courtroom and judge information.	1.2.5	A. Enable assignment of a case to a: a. Judge; b. Courtroom;

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		Enter scheduled date: 08/17/01	Display scheduled date.	1.2.6	c. Judge and courtroom.  A. Automatically schedule the first court event or confirm requested date avoiding weekend or holiday conflicts.
11.	<b>SCENARIO 1</b> <b>FILE LOCATION</b> 06/26/01  Attorney Williams requests case file for Defendant Sunny Howard, case no. KP 415559.  The operator enters case no. KP 415559 and assumes that it is an erroneous number. Then enters KP 41559, realizes that the first number was correct and reverses the error.	Retrieve file location and possession information.	Display file location and possession information.   Display the capability to reverse errors.	6.1.1   2.2.6	Track case file: A. Location; B. Possession (name of person who has it).  Allow an operator with the appropriate security level to: D. Reverse errors.
12.	<b>SCENARIO 1</b> <b>HEARING</b> 07/09/01  Attorney Williams requests continuance of the hearing due to a death in the Defendant's family. The court grants the continuance. Operator reschedules hearing to 07/17/01, but by mistake assigns the case to Judge Terrel Bell instead of Judge Adams. Operator realizes	Calendar case to recused judicial officer.	Display unavailability of recused judicial officer.	4.1.5	B. Warn operator when an attempt is made to subsequently calendar that case for the same recused judicial officer.

#	Case Event	Tasks	Expected Outcome		Function
	error and assigns hearing to Judge Adams.  Operator generates notices with the hearing date and instructions regarding time of arrival and directions to the courthouse.	Generate notices with instructions and dates relevant to the case.	Display notice.	1.2.7	Generate a notice with instructions and milestone dates relevant to the case.
13.	<b>SCENARIO 1 HEARING, EXHIBITS 07/17/01</b>  Hearing held.  Parties present: Judge Emily Rose Adams; Clerk: Christian Marceau; Private Attorney George Williams with client Sunny Milton-Howard III; CHP Officer Wayne Fernandez Defendant's partner Marla Wagner  Exhibit 1, photograph taken at the intersection of 4 <sup>th</sup> St. and Filmore, Modesto, and exhibit 2, Certificate of Calibration of the radar gun are Marked and Admitted into evidence. Exhibits 1 and 2 are Recorded and Stored after conclusion of the proceedings. Exhibit 3, a shoelace is returned, and	Generate minute order forms.  Enter the appearances of Judicial officers, Clerks, Attorneys, Parties,  Track on exhibit lists, exhibits that are: Identified with physical description, Marked, Admitted, Returned, Recorded; Stored;	Display minute order forms.  Display record of appearances.  Display exhibit status information on exhibit lists.	4.4.2  5.1.1  6.2.1	Generate minute order forms.  Track the appearances of: A. Judicial officers; B. Clerks; C. Reporters; D. Interpreters; E. Attorneys; F. Parties.  Track on exhibit lists, exhibits that are: A. Identified with physical description; B. Marked; C. Returned; D. Received (Admitted/Entered) or Refused; E. Recorded; F. Stored;



#	Case Event	Tasks	Expected Outcome		Function
	Exhibit 4, a Meilissa Etheridge CD is refused.	<p>Enter the following:</p> <p>Exhibit ID: Generated/entered; Case Number: Party: Sunny Milton-Howard III Attorney: George Williams Exhibit type: Photograph Exhibit Description: Photograph taken at the intersection of 4<sup>th</sup> St. and Filmore, Modesto Location: Department 02 Person holding the exhibit: Clerk Christian Marceau.</p> <p>Exhibit ID: Generated/entered; Case Number: Party: Sunny Milton-Howard III Attorney: George Williams Exhibit type: Document Exhibit Description: Certificate of Calibration of the radar gun Location: Department 02 Person holding the exhibit:</p>	Display the exhibit information listed in 7.2.2.	6.2.2	<p>Track relative data elements for:</p> <p>A. Unique Exhibit identifier; B. Case Number; C. Party; D. Attorney; F. Exhibit type; G. Exhibit description; H. Location;; I. Name of person holding exhibit (i.e., possession).</p>

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	<p>Clerk Christian Marceau.</p> <p>Court finds defendant guilty, exonerates 30% of the cash bail and imposes a fine which is applied from the remainder 70% of the bail amount.</p> <p>Court orders Defendant Howard's financial statements dated 01/31/01 through 06/30/01 from PIMCO investments confidential until further notice. Court also orders Defendant Howard's psychological evaluation dated 04/15/01 by Dr. Abe Goldman, sealed.</p> <p>Operator initiates case-closing routines.</p>	<p>Generate Register of Actions.</p> <p>Enter exonerated payments.</p> <p>Apply bail amount to payment for case.</p> <p>Retrieve future scheduled hearings and outstanding balances if any.</p>	<p>Display the Register of Actions.</p> <p>Display exonerated payments and amount applied to payment for case.</p> <p>Display future scheduled hearings and outstanding balances if any.</p>	<p>2.3.9</p> <p>7.2.3</p> <p>5.1.4</p>	<p>Generate the Register of Actions.</p> <p>Allow an operator, at any point in the accounting period, to:</p> <ul style="list-style-type: none"> <li>A. Refund overpayments;</li> <li>B. Refund exonerated payments;</li> <li>E. Apply bail amount to payment for case.</li> </ul> <p>Before closing the case the application should identify:</p> <ul style="list-style-type: none"> <li>A. Future scheduled hearings;</li> <li>B. Outstanding fund balances.</li> </ul>
14.	<p><b>SCENARIO 1</b></p> <p><b>APPEAL</b></p> <p>07/24/01</p> <p>Attorney Williams files a Notice of appeal. Appeal hearing is scheduled.</p>	<p>Enter filing information.</p>	<p>Display date of filing.</p>	<p>1.3.7</p>	<p>Track date of filing.</p>

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		Retrieve suspended status of case.	Display that the case has been suspended.	2.2.9	A. Track cases that are: a. Suspended; b. Restored.
15.	<b>SCENARIO 1 ATTEMPTED ACTIVITY ON SUSPENDED CASE</b> 07/27/01  Marla Wagner appears at the counter to pay \$200 of the fine. Operator tries to resume activity on the case and receives warning.  Operator decides not to accept payment and enter information.	Attempt activity on a suspended case.	Display warning when activity on a suspended case is attempted.	2.2.9	B. Generate a warning when activity on a suspended case is attempted.
16.	<b>SCENARIO 1 RESTORED CASE</b> 07/31/01  The appeal was denied and case was restored to court's control.	Retrieve restored status of case.	Display restored status of case.	2.2.9	A. Track cases that are:  b. Restored.
17.	<b>SCENARIO 2 HEARING</b> 08/17/01  Citation hearing for Defendant Mercedes Inajosa Martinez. Judge Terrel Bell presiding. Officer Shelley	Enter audio recording information in compliance with Rule of Court 980.5.	Display audio recording information.	5.1.7	Enable compliance with Rule of Court 980.5 for audio recording of courtroom procedures.

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	<p>Nguyen present. The hearing is recorded on audiotape # MSB 347.45.</p> <p>Defendant Martinez FTA. Judge Bell orders a warrant and holds it for 3 days. Judge Bell continues the hearing to 08/21/01.</p> <p>Operator checks for holds.</p>	<p>Enter warrant <u>history/status</u> information.</p> <p>Retrieve hold information. (Note: This hold will be under the name Mercedes Isabel Martinez. See case event 15.)</p>	<p>Display warrant history/status information.</p> <p>Display hold information.</p>	<p>5.1.9</p> <p>2.5.1</p>	<p>A. Enable data entry of warrants history/status information: b. Held.</p> <p>Track: E. Holds.</p>
18.	<p><b>SCENARIO 2 WARRANT</b> 08/20/01</p> <p>Defendant Martinez fails to appear and the warrant is issued. Operator realizes that the warrant was issued in error. It was issued for Mercedes Isabel Martinez, instead of Mercedes Inajosa Martinez. The warrant was vacated and issued under the correct name.</p> <p>Operator checks for warrants issued to Mercedes Isabel Martinez, and Mercedes Inajosa Martinez.</p>	<p>Enter warrant <u>history/status</u> information.</p> <p>Retrieve warrant information for Mercedes Isabel Martinez, and Mercedes Inajosa Martinez.</p>	<p>Display warrant history/status information.</p> <p>Display warrant information.</p>	<p>5.1.9</p> <p>2.5.1</p>	<p>A. Enable data entry of warrants history/status information: a. Issued; f. Vacated.</p> <p>Track: D. Warrants.</p>
19.	<p><b>SCENARIO 2 HEARING</b> 08/21/01</p>				

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Version 2

#	Case Event	Tasks	Expected Outcome		Function
	Defendant Martinez appears before Judge Bell and pleads guilty to Count 1.	Enter warrant <u>history/status</u> information.	Display warrant history/status information.	5.1.9	A. Enable data entry of warrants history/status information: d. Recalled.
	Mercedes Inajosa Martinez requests a Creole language interpreter and pays \$130 fees for half-a-day.	Enter the appearances of Interpreters.	Display record of appearances.	5.1.1	Track the appearances of: D. Interpreters.
	Operator selects interpreter Sophie Delon, who needs a wheel chair.	Enter flag for party with description: <i>Requires Creole Language interpreter.</i>  Name of interpreter: <i>Sophie Delon.</i>	Display flag and description.	4.1.6	A. Allow operator to set an indicator or flag with description of special need, for a party which requires: a. An interpreter; b. Accommodation for persons with disabilities; c. Other special needs.
		Generate flags on calendars and user-defined screens.	Display flag on calendars and courtroom screens.	4.1.6	B. Allow for the flags to be displayed on: a. Calendars for court staff only (not for the public); b. User-defined (e.g., courtroom) screens.
	Judge Bell imposes a fine of \$E, of which \$25% is required to be paid immediately and the balance in 5 installments, every two weeks, of \$Y each. (Note: \$E = ¼ \$E + 5\$Y)	Establish ticklers for the installment dates.	Display tickler mechanism.	2.2.3	Provide a tickler mechanism.
		Enter payment information and prorate across fund accounts.	Display partial payment and proration across fund accounts.	1.4.7	A. Automatically accept partial payments and prorate them across fund accounts.
	Defendant Martinez pays \$10 as cash and \$25 as a check.	Retrieve the next payment amount and date for	Display the next payment amount and date for		B. Show next payment amount and date for

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	Defendant also pays 1.5 \$Y along with ¼ \$E.	installment payments.  Enter payment information and automatically rebalance the amounts or payment schedule.	installment payments.  Display payment information and rebalanced amounts or payment schedule.		installment payments.  C. Allow an operator to adjust an allocation and automatically rebalance the amounts or payment schedule.
20.	<p><b>SCENARIO 1 CONFIDENTIAL AND SEALED RECORDS</b> 09/04/01</p> <p>Attorney Vivian Gehry requests a copy of Sunny Milton-Howard's financial statements dated 01/31/01 through 06/30/01 from PIMCO investments and his psychological evaluation dated 04/15/01 by Dr. Abe Goldman,</p> <p>Operator retrieves the confidential and sealed status of the records and informs Attorney Gehry that she is considered a member of the public even though she represents Marla Wagner's ex-husband, who is not party to the Howard case.</p>	Retrieve confidential and sealed status of records.	Display the confidential and sealed status of records.	2.5.4	<p>A. Restrict access to confidential records.</p> <p>B. Restrict access to sealed records.</p>
21.	<p><b>SCENARIO 2 DECENTRALIZED CASHIERING</b> 09/04/01</p>				

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	Lucy Lou Daley, Martinez' aunt pays the first installment of the fine with a \$G check and \$H in cash at Terminal 21 at South branch. (Note: \$G+\$H=\$Y) Operator Susie Roberts receives payment.	Calculate fine in accordance with State Controller's Guidelines, Penal Code Section 1463, and California Rules of Court, Rule 850.	Display fine calculation, payment and distribution information.	1.4.2	Calculate, in accordance with State Controller's Guidelines, Penal Code Section 1463, and California Rules of Court, Rule 850: A. Fees; B. Fines.
	Later, Lucy Lou Daley also requests copy of Martinez' file and pays \$10 cash for copy fee of \$5 for 10 pages. Operator Susie Roberts receives payment at Terminal 15 at South branch.	Distribute fee/fine across fund accounts, in accordance with State Controller's Guidelines, Penal Code Section 1463, and California Rules of Court, Rule 850.		1.4.3	Distribute, across fund accounts as configured and in accordance with State Controller's Guidelines, Penal Code Section 1463, and California Rules of Court, Rule 850: A. Fees; B. Fines.
	Override fee/fine distribution from 100% to the State Trial Court Trust Fund (Acct. No. 51-2049) and distribute 50% for Court Misc. Revenue (Acct. No. 81-7614) for equipment lease and the remainder to the State Trial Court Trust Fund (Acct. No. 51-2049).	Accept payment methods and enter information.	Display payment method information.	1.4.11	Record any payment method and multiple payment types for each transaction, including cash, check, credit/debit/ATM card, and advance deposit.
		Override the fine distribution for court administration.	Display override capabilities and distribution information.	1.4.4	Allow for distributions to be overridden by an operator with the appropriate security level.
	Lucy Lou Daley meets Martinez at the counter, Terminal 21, at the North Branch and she tells her that	Enable acceptance of payment by one operator (Susie Roberts) at different terminals.	Display acceptance of payment by one operator at different terminals.	1.1.1	Allow for the support of a single operator using multiple cash drawers.

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	she paid the first installment of the fine. Martinez insists on paying the cash portion of it. Operator Mark Anderson at Terminal 21 at the North branch, tries to void Lucy Lou Daley's cash payment but does not have the security level clearance. Operator Susie Roberts voids the transaction and collects fine.	Enable acceptance of payment at one terminal by multiple operators (Susie Roberts and Mark Anderson).	Display acceptance of payment at one terminal by multiple operators	1.1.2	Allow for the support of multiple operators using a single cash drawer.
		Attempt voiding Lucy Lou Daley's cash payment received earlier. Demonstrate ability to void transaction with appropriate security level.	Display inability to void transaction and voided transaction.	7.2.6	Allow an operator with the appropriate security level to void transactions.
	Lucy Lou Daley requests copies of few more pages of copy of Martinez' file. She pays \$15 cash for copy fee of \$10 for 20 pages at Terminal 21 at North branch. Operator Mark Anderson receives payment and enters \$25 in error. Supervisor Roberts fixes operator Anderson's error.	Accept payment in error. Attempt correction of transaction by operator without appropriate security level. Correct transaction by operator with appropriate security level	Display payment error. Display transaction correction attempt. Display correct transaction.	7.2.5	Allow an operator with the appropriate security level to correct financial transactions without deleting them.
		Retrieve audit trail information for the transactions.	Display audit trail of transactions.	7.2.7	Maintain a financial transaction audit trail.
	Operator provides receipts to Lucy Lou Daley and Martinez.	Generate receipts for Daley and Martinez.	Display receipts with all the field information listed in 1.4.13.	1.4.13	Generate a receipt showing A. Unique receipt ID number; B. Case number, if applicable; C. Court location (of payment);



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					D. Date; E. Amount collected; F. Balance/change due to payee; G. Payment type.
22.	<b>SCENARIO 2</b> <b>BAD CHECK, NSF</b> 09/12/01  Martinez' check for \$ 25 is returned due to insufficient funds.  Operator reverses transaction, adds NSF fees of \$25 and generates notice to payor Martinez regarding the returned check with NSF fees.  Operator also generates notice to defendant Martinez regarding payment due. The Modesto court sends these notices using the criteria of one day after confirmation of non-payment.	Enter payer information.  Reverse transaction, add NSF fees of \$25 and generate notice regarding the returned check and payment due.  Generate notice to defendant based on criteria for timing and selection.  Retrieve fees, fines and bail amounts.	Display payer status.  Display reversed transaction, addition of NSF fees, notice to payee.  Display criteria for the timing and selection of specific notices.  Display fees, fines and bail amounts.	  7.2.2           1.4.6           1.4.5	A. Track payers of bad checks / dishonored payments.  B. Enable operator to: a. Reverse transactions, b. Add NSF fees, d. Generate notices to payee.  Accommodate criteria for the timing and selection of specific notices for:  A. Fees;  Track: A. Fees; B. Fines; C. Bail Amounts;

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23.	<b>SCENARIO 2</b> <b>BAD CHECK, NSF</b> 09/18/01  Operator receives Martinez' second installment of \$Y as a check in the mail.  Operator applies \$Y payment and reapplies previous payment of \$25 along with the NSF fees of \$25.  Operator refers entire outstanding balance of Martinez' case for collection.	Enter payee information.  Reapply payments.	Display warning of payee with 'bad check / dishonored payment' status.  Display reapplied payment.	1.4.12  7.2.2	Alert the operator of payees with 'bad check / dishonored payment' status.  B. Enable operator to: c. Reapply payments.
24.	<b>SCENARIO 2</b> <b>TRANSACTION DATE</b> 09/19/01  Operator updates Martinez' case information and enters transaction date as 19/09/01 instead of 09/19/01. Operator receives warning and realizes error. Operator enters valid transaction date.  As operator did not complete yesterday's (09/18/01) data entry work he/she backdates (past effective date) the transaction as 09/18/01. Operator does not have the security level to back date	Enter transaction date.  Enter past effective date.	Display error/warning.  Display current entry date, past effective date.	2.1.2	A. Validate transaction date.  B. Allow an operator with the appropriate security level to enter transactions with current entry date, past effective date, or future effective date.

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	<p>transactions. Supervisor has the security level and backdates the transaction.</p> <p>Supervisor retrieves an audit trail of the transactions for the operator and self.</p>	Retrieve audit trail of transactions.	Display the audit trail.	2.1.2	C. Maintain an audit trail of operator transaction date entries.
25.	<p><b>SCENARIO 2</b> <b>COLLECTIONS</b> 10/19/01</p> <p>Operator retrieves case information regarding Martinez and remembers that the case was referred to collections. Checks status of accounts referred to collections.</p>	Retrieve status of accounts referred for collection.	Display status of accounts referred for collection.	7.3.6	In compliance with the comprehensive collections program (Calif. Penal Code 1463.007) track status of accounts referred to other agencies for collection.

## MISCELLANEOUS CASE EVENTS

Case Event	Task(s)	Expected Outcome		Function
<b>PARTY AND ATTORNEY RECORDS MANAGEMENT</b>	Demonstrate the supervisory override abilities.	Display override abilities: Re-activating cases, deleting cases, resetting or clearing actions in cases, and removing dispositions.	2.2.6	Allow an operator with the appropriate security level to: A. Reactivate closed cases; B. Delete cases; C. Reset or clear actions in a case; E. Remove dispositions.
	Search records using fields listed in 2.5.2	Display search capabilities using field listed in 2.5.2. Display search results.	2.5.2	Allow search of records by: A. Case number; B. Party; C. AKA; D. DBA; E. Attorney of record; F. Names beginning with....
	Search records using fields listed in 2.5.3 Provide access to the records	Display search capabilities using field listed in 2.5.3. Display search results.	2.5.3	Allow search using the following fields and access the respective records: A. Citation number; B. Driver's license number; C. Defendant name; D. Defendant address; E. Owner name; F. Citing agency; G. Citing officer; H. Citation date; I. Violations; J. Vehicle license number.
<b>EXHIBIT MANAGEMENT</b>	Demonstrate how the	Display the data elements	6.2.2	Track exhibit data elements for:

Case Event	Task(s)	Expected Outcome		Function
	application tracks the data elements listed in 7.2.2 I through O.	listed in 7.2.2 I through O.		J. Date(s) of appeal; K. Date(s) of entry of judgment; L. Date(s) of final disposition; M. Date(s) of remittitur; N. Date(s) of release; O. Date(s) of destruction; P. Date(s) of Notice of Destruction.
	Retrieve exhibit lists and sort by party, exhibit identifier and exhibit type.	Display exhibit lists sorted by party, exhibit identifier and exhibit type.	6.2.3	A. Enable exhibit lists, to be sorted by: a. Party; b. Exhibit identifier; c. Exhibit type. B. Allow an operator with the appropriate security level to modify exhibit lists.
	Demonstrate the exhibit management facility's capability to Add, Change, Relocate, Return, Dispose, and Withdraw exhibits.	Display the exhibit management facility's capability to Add, Change, Relocate, Return, Dispose, and Withdraw exhibits.	6.2.4	Include an exhibit management facility to: A. Add; B. Change; C. Relocate; D. Return; E. Destroy exhibits.
	Demonstrate the ability to use administrator-definable criteria for determining retention periods.	Display the ability to use administrator-definable criteria for determining retention periods.	6.2.5	Enable the establishment of criteria for exhibit retention periods.
	Generate the Notice and Order for Destruction forms and Receipts for return of	Display the Notice and Order for Destruction forms and Receipts for return of	6.2.6	Generate: A. Notice of Destruction; B. Order for Destruction;

Case Event	Task(s)	Expected Outcome		Function
	exhibits.  Generate Exhibit Inventory report, Chain of Custody report, and Chain of Evidence report.	exhibits.  Display Exhibit Inventory report, Chain of Custody report, and Chain of Evidence report.	6.2.7	C. Receipts for return of exhibits.  Generate Exhibit: A. Inventory report; B. Chain of Custody (location and possession) report; C. Chain of Evidence (status) report.
<b>RESOURCE AND CALENDAR MANAGEMENT</b>	Retrieve calendar information with the scheduled and available time slots.	Display calendar information with the scheduled and available time slots.	4.2.1	Display calendar information, including scheduled and available time slots for each day.
	Generate daily, weekly and monthly schedules based on departments.	Display daily, weekly and monthly schedules based on departments.	4.2.2	A. Allow an operator to view schedules by departments in the following formats: a. Daily; b. Weekly; c. Monthly. B. Allow an operator to view schedules by judicial officers in the following formats: a. Daily; b. Weekly; c. Monthly.
	Generate daily, weekly and monthly schedules based on judicial officers.	Display daily, weekly and monthly schedules based on judicial officers.		
	Modify time slots and schedules for departments, judicial officers and courtroom clerks.	Display time slots and schedules for departments, judicial officers and courtroom clerks.	4.2.3	Allow operator to modify: A. Department schedules; B. Judicial officer schedules; C. Time slots.
	Demonstrate the ability to define calendar contents and formats.	Display calendar contents and formats.	4.3.1	A. Allow operators to define: a. Calendar contents; b. Formats.

Case Event	Task(s)	Expected Outcome		Function
	Demonstrate the ability to support multiple calendar formats and templates.	Display multiple calendar formats and templates.		B. Support multiple calendar: a. Format; b. Templates.
<b>ACCOUNTING</b>	Establish multiple trust fund accounts.	Display multiple accounts for fees.	7.1.1	A. Allow for the establishment of multiple trust fund accounts.
	Retrieve trust fund money information, prior to distribution.	Display trust fund moneys prior to distribution.		B. Track trust fund moneys until they are distributed.
	Establish multiple accounts for fees and fines.	Display multiple accounts for fees and fines.	7.1.2	Allow for the creation of multiple accounts for: A. Fees; B. Fines.
	Incorporate in the application's algorithms, absolute values, relative values, fixed dollars, percentages, prorations, and any combination of the above.	Display for fees and fines, the application's algorithms use of absolute values, relative values, fixed dollars, percentages, prorations, and any combination of the above,.	7.1.3	For fees and fines the application's algorithms must incorporate: A. Absolute values, B. Relative values, C. Fixed dollars; D. Percentages; E. Pro-rations; F. Any combination of the above.
	Demonstrate that distribution formulas are based on factors like a combination of location and agency; enhancement factors, and special assessments that may affect bail calculation.	Display distribution formulas.	7.1.4	Allow for fine distribution formulas to be predicated upon factors like: A. Combination of location and agency; B. Enhancement factors; C. Special assessments that may affect bail calculation.

Case Event	Task(s)	Expected Outcome		Function
	Enter fine and fee schedule information in advance of effective dates.	Display fine and fee schedules in advance of effective dates.	7.1.5	A. Allow operator to enter fine and fee schedules in advance of the effective date.
	Retrieve expired fine and fee schedules.	Display expired fine and fee schedules.		B. Retain expired fine and fee schedules.
	Generate balancing and reconciliation reports.	Display balancing and reconciliation reports.	7.2.1	A. Generate balancing and reconciliation reports on demand.
	Retrieve data for user-defined deposits.	Display data for user-defined deposits.		B. Retrieve data for user-defined deposits.
	Distribute payments within a case based on priority, proration and a combination of both.	Display payment information within a case.	7.2.4	A. Distribute payments within a case by: a. Priority; b. Pro-ration; c. A combination of both.
	Distribute to multiple cases equally, consecutively and by select amounts.	Display distribution information to multiple cases, that were equal, consecutive and by select amounts.		B. Allow distribution to multiple cases: a. Equally; b. Consecutively; c. By select amounts.
	Retrieve bail bond information.	Display bail bonds information.		
	Demonstrate the use of criteria for the timing and selection of notices.	Display criteria for the timing and selection of notices.	7.3.1	Generate financial activity reports on demand for any case.
	Retrieve information and generate financial activity	Display financial activity reports.	7.3.2	Generate a report on demand that displays:



Case Event	Task(s)	Expected Outcome		Function
	reports.  Retrieve information listed in 9.3.2 A – O and generate report.	Display report with the information required in 9.3.2 A – O.		A. Case number; B. Party last name; C. Party first name; D. Name of operator; E. Date; F. Time; G. Receipt number; H. Payment type; I. Terminal/till number/device ID; J. Location; K. Operator totals; L. Cash drawer totals; M. Operator voids; N. Fine code for each payment; O. Fee code for each payment.
	Retrieve information and generate fiscal and trust fund reports.	Display fiscal and trust fund reports.	7.3.3	Generate reports for user-defined time frames for all fiscal and trust fund accounts indicating: A. Report date range; B. Account numbers; C. Debits; D. Credits; E. Beginning balances; F. Ending Balance; G. Grand totals.
	Retrieve account receivable information.	Display account receivable information.	7.3.4	B. Generate accounts receivable reports.
	Retrieve account receivable information.	Display report with account receivable information.		C. Generate write-off payment reports.
	Retrieve write-off payment information.	Display write-off payment reports.		

Case Event	Task(s)	Expected Outcome		Function
	<p>Retrieve unclaimed money information.</p> <p>Generate notices regarding unclaimed moneys.</p> <p>Retrieve information regarding unclaimed moneys transferred to the general fund.</p>	<p>Display unclaimed money information.</p> <p>Display notices regarding unclaimed moneys.</p> <p>Display information regarding unclaimed moneys transferred to the general fund.</p>	7.3.7	<p>A. Track unclaimed moneys;</p> <p>B. Generate notices regarding unclaimed moneys;</p> <p>C. Return or transfer the unclaimed moneys to the general fund.</p>
<b>REPORTING</b>	<p>Generate reports for Interpreter services used; Language translated; and Cases in which interpreters have served.</p>	<p>Display reports for Interpreter services used; Language translated; and Cases in which interpreters have served.</p>	5.1.3	<p>Generate a report of</p> <p>A. Interpreter services used;</p> <p>B. Language translated;</p> <p>C. Cases in which interpreters have served.</p>
<b>CASE FILES STORAGE MANAGEMENT</b>	<p>Identify location and possession of case file</p> <p>Retrieve status of cases marked as confidential.</p>	<p>Display file location and possession information.</p> <p>Display cases marked as confidential.</p>	<p>6.1.1</p> <p>6.1.2</p>	<p>Track case file:</p> <p>A. Location;</p> <p>B. Possession (name of person who has it).</p> <p>A. Flag cases marked confidential.</p>

Case Event	Task(s)	Expected Outcome		Function
	Retrieve status of cases marked as sealed.	Display cases marked as sealed.		B. Flag cases marked sealed.  Note: Party name or caption derived from party name(s) for such case records should not be displayed to the public.
	Identify case files or filings for archiving, destruction and purging.	Display reports of case files or filings for archiving, destruction and purging.	6.1.3	Track and produce reports of case files or filings based on administrator-definable retention periods for: A. Archival; B. Destruction; C. Purging.
	Generate Notice of Intent to Destroy Superior Court Records	Display Notice of Intent to Destroy Superior Court records	6.1.4	A. Produce a Notice of Intent to Destroy Superior Court Records in accordance with California Rules of Court.
	Create and update a Destruction of Cases index	Display Index for Destruction of Cases		B. Create and update a Destruction of Cases index.